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From: McGuire, Thomas M (DPH)
Sent: Tuesday, May 29, 2012 10:35 AM
To: Farak, Sonja (DPH)
Cc: Nassif, Julianne (DPH)
Subject: RE: Travel on Coverdell Grant

Hi Sonja,

Send them in the way you normally do.

From: Farak, Sonja (DPH)
Sent: Monday, May 21, 2012 7:08 AM
To: McGuire, Thomas M (DPH)
Subject: RE: Travel on Coverdell Grant

Hi Tom-

Who/where do I send the reimbursement forms to? Normally I send my in-state travel forms to Julie Nassif (my supervisor) to sign and forward to the correct person, but I noticed that there is not a place for her signature on the out of state travel form. Thanks for your help.

-Sonja

Sonja Farak
Drug Analysis Lab
work: 413-545-2601
cell: 413-320-2618

From: McGuire, Thomas M (DPH)
Sent: Tuesday, May 08, 2012 4:36 PM
To: Lleshi, Hevis (DPH); Farak, Sonja (DPH)
Cc: Nassif, Julianne (DPH)
Subject: Travel on Coverdell Grant

Sonja & Hevis,

Back in March you both did some travel to receive training. Have you both submitted your travel reimbursement forms? I'm asking because the grant's accounts payable period closes in the next few weeks so if you have not submitted your travel reimbursement please do so immediately.

Thanks